



CITY OF WEST CHICAGO DEED CERTIFICATION FORM

Copy of approved inspection sheet must accompany this application unless exempt from inspection

WE HEREBY DECLARE THE FACTS CONTAINED IN THIS DECLARATION TO BE TRUE AND CORRECT:

(IF COMPLETING BY HAND, PLEASE PRINT ALL INFORMATION CLEARLY. INSTRUCTIONS FOR FORM COMPLETION FOUND ON PAGE 2 BELOW.)

PROPERTY ADDRESS: _____ P.I.N. NUMBER: _____

NAME OF PROPERTY OWNER / SELLER: _____

ADDRESS OF PROPERTY OWNER / SELLER: _____

FORWARDING ADDRESS OF SELLER: _____

SIGNATURE: (Grantor/Seller) _____ DATE SIGNED: _____

DATE OF DEED: _____ TYPE OF DEED: _____

WAS THIS A RENTAL OR LEASED PROPERTY? YES NO

TYPE OF PROPERTY:	CHECK IF APPLICABLE:
<input type="checkbox"/> Single Family	<input type="checkbox"/> New Construction
<input type="checkbox"/> Multi-Family	<input type="checkbox"/> Relocate within City of West Chicago limits
<input type="checkbox"/> Commercial / Industrial	<input type="checkbox"/> No change in occupant or tenant
<input type="checkbox"/> Vacant land (\$20.00 charge)	<input type="checkbox"/> Quit Claim

NEW OWNER POSSESSION DATE: _____ BUYER PLEASE CHECK *(if applicable)*: Rental Leased

NAME OF BUYER: _____

BUYER BILLING ADDRESS: _____

-----**FOR OFFICE USE ONLY**-----

CITY INSPECTION APPROVAL DATE: _____ INSPECTION FEE: \$ _____

CLOSING DATE: _____ RECORD NUMBER: _____

Date of Filing with City	Deed Certification Number	Employee Initials

Instructions

1) The **CITY OF WEST CHICAGO DEED CERTIFICATION FORM** must be filled out completely, signed by at least one of the grantors (sellers) or agent thereof, and presented to the City's Administrative Services Department, 475 Main St., West Chicago, Illinois 60185, at the time of payment for the Deed Certification Stamp as required by the West Chicago Deed Certification Ordinance. Unless an exemption* from an inspection applies, all stamp transactions require a copy of the approved inspection sheet issued by the City's Community Development Department to be presented at the time of the issuance of the certification stamp. **A City stamp must be affixed to all deeds when a title is recorded for all transfer transactions.**

2) Please contact the City of West Chicago Community Development Department to schedule an inspection (630) 293-2200, ext. 131. An inspection is required whenever there is a change of occupant or tenant. Unless an exemption* from an inspection applies, no Stamp will be issued without an approved inspection of the structure as performed by the City's Community Development Department.

3) Arrangements must be made for a final meter reading for unbilled water and sewer usage. To schedule an appointment for a final meter reading, please call (630) 293-2200, ext. 142, at least 2 working days prior to the scheduled closing date.

4) All outstanding balances owed to the City, such as **water bills, parking tickets, liens, or miscellaneous receivables**, must be paid by the grantor (seller) prior to the issuance of the Deed Certification Stamp.

The cost of the Deed Certification Stamp shall be based on the inspection fee, which is \$100.00 plus twelve cents (\$0.12) per square foot. The inspection fee for vacant land is twenty dollars (\$20.00).

***Exemptions from Inspection or Fee**

Certain deed transactions may be exempt from the inspection process and as such, will not be required to pay an inspection fee to obtain a Deed Certification Stamp. Note that Stamps are still required for all transactions. Common examples of exemptions are:

- No change in the occupant or tenant of the structure.
- Sellers relocating (and purchasing property) within the limits of the City of West Chicago are required to have an inspection, but the inspection payment is waived.
- New Construction.
- Deeds or trust documents which secure debt or other obligation.
- Deeds or trust documents which, without additional consideration, confirm, correct, modify, or supplement a deed previously recorded.
- Deeds or trust documents of release of property which is security for a debt or other obligation.

It is the applicant's responsibility to submit adequate documentation to support an exemption, such as a copy of the signed deed, trust document or other document which would reasonably qualify an exemption. Said documentation must be provided to the Community Development Department at the time the Deed Certification Stamp is sought.

For further information, please call the City of West Chicago (630) 293-2200.